



Kansas Research and Education Network
P.O. Box 442167
Lawrence, KS 66044
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www.kanren.net

Position Title: Network Administrator

Reports to: Assistant Director for Operations

Based at: KanREN Network Operations Center, Lawrence, KS

Salary Range: \$40,000 - \$55,000 (year)

Position Description:

Network Administrators are primarily responsible for installation, configuration and maintenance of wide and local area networks and associated support mechanisms (including support systems administration). Network Administrators are also called upon to assist member sites with troubleshooting, operation and maintenance of their networks in a consulting role. Network administrators are the primary staff involved in provisioning of new or upgraded network connectivity, and the second tier for general network problem resolution. Network Administrators are expected to be capable of resolving the majority of provisioning and maintenance related issues in both the WAN and LAN environments. Responsibilities also include some network design and project coordination. KanREN's generally small staff requires that all employees be self-starters that can work on several different problems and/or projects at one time.

Essential Functions:

- WAN/LAN device configuration, installation and maintenance.
- WAN/LAN troubleshooting, repair and restoration of service.
- Task prioritization and timely resolution to network related problems
- Adheres to the KanREN Vision, Mission, and Values at all times
- Participation in the after-hours emergency response team
- Cross-train with other technical areas to provide backup support (ie. systems, video, etc.)
- Willingness to work occasional extra or odd hours as projects and/or network events dictate
- Occasional travel – sometimes overnight
- Technical writing, documentation, and delivery of technical seminars
- Able to lift 50lbs
- Other duties as assigned

Key Technologies or Abilities:

- Understanding of accepted WAN/LAN architectures including transport, switching and routing technologies
- Proficiency with IP addressing, internal routing protocols, QoS concepts and configuration
- Familiarity with autonomous system operations and advanced networking (Multicast, MPLS, IPv6, etc.)
- Proficiency with systems-based network support services (DNS, VPN, DHCP, etc.)
- Ability to work individually and with a team
- Ability to follow exacting instructions accurately
- Ability to learn from experience and engage in self-disciplined professional development
- Ability to communicate complex topics to a wide variety of audiences accurately and effectively
- Proficiency using network monitoring, measurement and management tools
- Proficiency with CLI device configuration
- Superior customer service skills in a customer-centric environment

Requirements:

Four year degree, preferably in a technical or scientific field or equivalent work experience. At least two years experience in network administration. Strong written and verbal communication skills are a must. The Network Administrator must be a motivated, self-starting, life-long learner committed to keeping up to date with emerging networking technology.

Authority:

Directs resources for the restoration of LAN/WAN services when called upon to do so.
Approves telco/service provider dispatch to troubleshoot/restore service.

Financial Responsibility:

May approve charges related to telco/service provider dispatches.
May purchase/approve consumable items in emergencies (patch cables, connector cleaning supplies, etc.)